



National
Aeronautics and
Space
Administration

Notification of Real Property Transaction

1. FROM <i>(Preparing Installation/Activity)</i> :		2. TO <i>(Installation/Activity)</i>	
3. DATE	4. CONTRACT NO.	5. VOUCHER NO.	6. MODIFICATION NO.

7. TYPE OF TRANSACTION

a. FACILITIES DATA (1) <input type="checkbox"/> NEW CONSTRUCTION (2) <input type="checkbox"/> EXISTING FACILITY (3) <input type="checkbox"/> CAPITAL IMPROVEMENT (4) <input type="checkbox"/> OTHER <i>(Specify)</i> _____		b. OCCUPANCY AND COMPLETION DATA (1) <input type="checkbox"/> BENEFICIAL OCCUPATION (2) <input type="checkbox"/> PHYSICAL COMPLETION (3) <input type="checkbox"/> FINANCIAL COMPLETION (4) <input type="checkbox"/> OTHER <i>(Specify)</i> _____		c. TRANSFER (1) <input type="checkbox"/> BETWEEN INSTALLATIONS (2) <input type="checkbox"/> OTHER GOVERNMENT AGENCY
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ITEM NO. 8.	FACILITY CLASS. CODE 9.	FACILITY DESCRIPTION 10.	NO. OF UNITS 11.	TYPE 12.	UNIT. OF MEAS. 13.	TOTAL QUANTITY 14.	COST 15.	DRAWING NUMBER(S) 16.	REMARKS 17.

CERTIFICATION *(The facilities listed hereon are in accordance with maps, drawings, and specifications and change orders approved by the authorized representative of the owning agency except for the deficiencies listed on the reverse side)*

18. PREPARED BY <i>(Signature)</i>	19. TITLE		20. DATE	
21. ACCEPTED BY <i>(Signature)</i>	22. TITLE		23. DATE	24. PROPERTY VOUCHER NO.

25. CONSTRUCTION DEFICIENCIES

26. EXPLANATORY NOTES (Continue on Separate Sheet)

INSTRUCTIONS

The page number and the total number of pages comprising each transaction shall be shown in the space provided at the top right-hand part of the form.

ITEM 1. - Self-explanatory.

ITEM 2. - Self-explanatory.

ITEM 2. - DATE. Enter date of preparation.

ITEM 4. - CONTRACT NO. Enter NASA contract number, if applicable.

ITEM 5. - VOUCHER NO. Enter voucher number in accordance with instructions in the Manual.

ITEM 5. - MODIFICATION NO. Enter the number assigned to identify the modification of item 4.

ITEM 7. - TYPE OF TRANSACTION. Enter an "x" in the appropriate box in block 7a to indicate whether the transfer and/or notification of acceptance of accountability covers new construction, existing facilities or capital improvements to existing facilities. If the "other" category is used, explain in item 26, "Explanatory Notes." In addition, insert an "x" in the appropriate box of block 7b to indicate whether acceptance is being made at time of beneficial occupancy, physical completion or financial completion (*with respect to new construction and capital improvements*). If the "other" category is used, explain in item 26, "Explanatory Notes."

ITEM 8. - ITEM NO. Each single entry will be identified as an item number, and this item number will be shown in this column.

ITEM 9. - FACILITY CLASSIFICATION CODE. Enter the applicable classification code as cited in the Manual.

ITEM 10. - FACILITY DESCRIPTION. Enter the descriptive nomenclature of the facility.

ITEM 11. - NO. OF UNITS. Enter the number of units in terms of buildings or other structures.

ITEM 12. - TYPE. Enter the type of construction; i.e., "P" for permanent, "S" for semi-permanent or "T" for temporary.

ITEM 13. - UNIT OF MEASURE. Enter as appropriate "SF" for square feet, or "Acres," etc.

ITEM 14. - TOTAL QUANTITY. Enter the total quantity applicable (*i.e., acres, square feet, etc.*) for the line item.

ITEM 15. - COST. - Indicate by item number and description the appropriate cost. In these instances where a document is prepared which lists items carrying costs which in some cases may be final, and in others may be preliminary, each cost figure by line item will carry an alphabetical suffix of "P" for preliminary or "F" for final.

ITEMS 16 & 17. - Self-explanatory.

ITEMS 18, 19, & 20. Enter the signature and title of the person preparing the transaction and the date.

ITEMS 21, 22, 23, & 24. Enter the signature and title of the person authorized to accept accountability of the real property, including date and voucher number.

ITEMS 25 & 26. Self-explanatory.